



Republic of the Philippines  
Province of Laguna  
CITY OF BINAN



OFFICE OF THE CITY MAYOR

3<sup>rd</sup> Floor City Hall Bldg., Brgy. Zapote, City of Binan, Laguna 4024

### **EXECUTIVE ORDER NO. 12 , series of 2020**

#### **AN EXECUTIVE ORDER ON THE ALTERNATIVE WORK ARRANGEMENT OF THE CITY GOVERNMENT OF BINAN IN LIGHT OF THE ENHANCED COMMUNITY QUARANTINE OVER THE ENTIRE LUZON**

**WHEREAS**, Section 15 of the 1987 Constitution provides that the State shall protect and promote the right to health of the people and instill health consciousness among them;

**WHEREAS**, on March 16, 2020, the Executive Secretary, by order of the President issued a Memorandum Circular which provides for the Enhanced Community Quarantine over Luzon;

**WHEREAS**, the Philippine Civil Service Commission, on March 17, 2020, issued Announcement No. 13, series of 2020 prescribing the Guidelines for the Alternative Work Arrangement in light of the Enhanced Community Quarantine over Luzon;

**WHEREAS** pursuant to the objectives set forth in Section 77 of Republic Act 7160 of 1991, the Chief Executive of every local government unit shall be responsible for human resources in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon.

**NOW, THEREFORE, I, ATTY. WOLFREDO R. DIMAGUILA, Jr., Mayor of the City of Binan,** by virtue of powers vested in me by law, do hereby order:

#### **Section 1. ALTERNATIVE WORK ARRANGEMENT**

*(from March 17, 2020 to April 13, 2020 or until such time the Enhanced Community Quarantine over Luzon has been lifted)*

- a. The City Hall will remain open from Monday to Friday, from 9:00AM to 4:00PM but with limited transactions. Shortened work hours shall be implemented within the City Hall to allow our skeletal personnel to avoid the rush hour in their daily commute and practice social distancing;

b. **ALL Department Heads, Assistant Department Heads, and Division Chiefs shall report for work.** Those who are immuno-compromised or at high risk may file their application for leave, an OIC or the next-in-rank shall be designated in their stead;

c. Employees who are **50 years old and above, pregnant, PWDs, with High Blood Pressure, Heart Ailment, Diabetic, with asthma, immuno-compromised or others who are similarly situated** shall work from home and comply with the **mandatory home quarantine**. Errands for buying essential needs such as food and medicine should be undertaken by a member of the family and not by the employee. Should any employee be seen outside, he or she shall be marked absent and charged administratively for violation of reasonable office rules and regulations. A Facebook Group shall be created by Human Resources (HR) for those concerned and they are required to regularly check-in for announcements and update HR of their status;

d. Skeletal Force shall be in place for the following offices:

- City Civil Registrar (*death and birth*)
- General Services Office (*procurement and sanitation*)
- City Environment and Natural Resources Office (*sanitation*)
- Human Resources Development Office (*welfare and benefits*)
- Office of the City Budget Officer
- Office of the City Accountant
- Office of the City Treasurer
- City Information Office
- Office of the City Assessor
- Business Permit and Licensing Office

e. Work From Home Arrangements shall be made available for the employees of the following offices, **however**, essential key employees shall be on **"ON CALL"** Status:

- City Veterinary Office
- Public Employment Services Office
- Youth and Sports Development Office
- Office of the City Cooperatives Officer
- Binan Culture, History, Arts and Tourism Office
- City Legal Office
- City Planning and Development Office
- Office of the City Engineer
- Office of the City Agriculturist
- Office of the City Education Officer
- Information and Communications Technology Office
- City Population Office

NOTE: Vice-Mayors Office, SP Secretary and other legislative offices (shall devise their own work arrangements)





f. It shall be business as usual for the following offices:

- Office of the City Mayor
- City Health Office I and II
- Ospital ng Binan
- Disaster Risk Reduction and Management Office
- Social Welfare and Development Office (essential personnel only)
- Public Order and Safety Office
- Market and Slaughterhouse ; and Vet. Meat Inspection Team

g. Department/ Office Heads shall submit to Human Resources (online: [cityhrd.binan.recruitment@gmail.com](mailto:cityhrd.binan.recruitment@gmail.com)) a signed list of their frontliners, skeletal forces and work from home team **on or before Thursday, March 19, 2020 – 5:00PM**. All other official communication shall be sent via email. Department/Office Heads shall also be responsible in ensuring that those under Work From Home arrangements shall comply with the **mandatory home quarantine** for employees.

h. Social distancing shall be **strictly observed**. Department/Office heads shall determine ways or measures to limit, if not prevent, face to face contact for their frontliners or skeletal personnel. Since the virus can be transferred from inanimate objects, the use of the Automated Time Management System (biometrics) is temporarily suspended.

## **Section 2. COMPENSATION.**

a. All employees shall be duly compensated as provided by law.

b. The Mid Year Bonus as well as the salaries covering the period March 16 to 31, 2020 shall be processed ahead of time and released on or before March 20, 2020;

c. The early release of the Medical Allowance Incentive, approved under Appropriation Ordinance No. 6 (2019) under personnel services, amounting to Two Thousand Pesos (Php 2,000.00) for all regular and casual employees, shall be facilitated/processed immediately to enable the employees to purchase medicines and vitamins or other medical needs;

d. Frontline, essential/skeletal regular and casual employees, shall be entitled to the Staple Food Incentive amounting to Seven Thousand Pesos (Php 7,000.00) as approved under Appropriation Ordinance No. 6 (2019) under personnel services;

e. Job Order Personnel shall be granted full pay from March 16, 2020 to April 13, 2020 or until such time the Enhanced Community Quarantine over Luzon has been lifted. JO Frontliners such as JO doctors, JO nurses, JO's assigned at health checkpoints and rescue are also entitled to twenty percent (20%) premium, inclusive.



**Section 3. SEPARABILITY CLAUSE.** In the event that any section or provision of this Executive Order is declared unconstitutional or invalid, other section or provisions unaffected shall remain valid and effective.

**Section 4. REPEALING CLAUSE.** All prior issuances inconsistent herewith are hereby repealed and/or modified accordingly.

**Section 5. DISSEMINATION.** Let a copy of this Executive Order be furnished to all concerned.

**Section 6. EFFECTIVITY.** This Executive Order shall take effect immediately.

**SO ORDERED.** MARCH 17, 2020 at the City of Binan, Laguna.

  
**ATTY. WALFREDO R. DIMAGUILA, JR.**  
City Mayor